

REQ FOR RECORDS RETENTION SCHEDULE
To be submitted to the Records Management Division
Hall of Records Commission

SCHEDULE
NO. **436**

PAGE
NO. **1**

1. Requesting Agency
DEPARTMENT OF EDUCATION

2. Division or Bureau of Requesting Agency
Division of Vocational Rehabilitation

3. Authorization Requested (Check only one of the squares below).

☐ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☐ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ **C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
1	<p>INDEX TO CASE FOLDERS <i>(Supersedes Item 2, Sched. 68)</i></p> <p>An index (Form RM2) to all cases of the Division is maintained on 3" x 5" cards. Information on the cards gives a brief description of the case and actions taken. The file is arranged by county and alphabetically therein.</p> <p>The file was microfilmed for security purposes in April 1965, and the microfilm is deposited at the Hall of Records.</p> <p>RECOMMENDATION: MICROFILM THE INDEX EVERY FIVE YEARS; DESTROY CARDS OF CASES WHICH HAVE BEEN CLOSED FOR MORE THAN FIVE YEARS; RETAIN MICROFILM PERMANENTLY.</p> <p>-----</p> <p>NOTE: THIS SCHEDULE SUPERSEDES ITEM 2 OF SCHEDULE #68 (8/9/54).</p>	

HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

R. K. Barnes
Signature

Assistant State Superintendent
in Vocational Rehabilitation
Title

January 11, 1966
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

1/21/66
Date

Merrin S. Rediff
Archivist

2/18/66
Date

Leahann Strickland
Secretary